



2024-2025

## Hampstead Fine Arts

# Online Teaching and Learning: Student Code of Conduct

### Our Aims

In the event of a lockdown or for any other reason online delivery becomes a requirement Fine Arts College will switch to being a virtual college, delivering all lessons on-line from as per the timetable schedule. We want to make this a productive, safe, stress-free experience for tutors and students alike. Consequently, a code of conduct for students that ensures everyone knows how to behave on-line has been established. There is also a separate code of conduct for tutors.

### On-line Lessons

At the start of online lessons students must choose to be visible on-line, this is not optional.

All lessons will begin with a visible greeting and brief introduction from the tutor lasting 5 or 10 minutes. After this, tutors have the option of not remaining visible and being audible only, or switching to Google Classroom and posting tasks, information and live messaging. Tutors will clearly state the format of the lesson at the start and explain what students should expect during the one- or two-hour session.

### During live stream on-line lessons students must:

- Use their computer in an appropriate room, which means not in a bedroom or bathroom, for example
- Consider what can be seen around them by viewers and ensure that this is decent, inoffensive, and not infringing privacy.
- Be appropriately dressed, as if they were physically attending College: no nightwear etc
- Follow the usual College rules regarding classroom behaviour: no smoking, no alcohol, no bad language
- Be fully prepared for each lesson with relevant study books, paper, pens etc.
- Not distract other students or interrupt the lesson in any way unless the tutor has asked for verbal contributions
- Tell the tutor if anyone else is present in the room and able to see or overhear the lesson.
- If there is a chance that other people will be glimpsed on screen, they must also be properly dressed, ideally silent and observing the rules above. Other people must not remain in shot.
- Be aware that if the lesson is a one-to-one, another adult – a tutor or an administrator - will be present on-line and will oversee the lesson for safeguarding purposes

- Understand that tutors will be recording attendance and lateness in the usual way and will report these to the College for parents to be informed
- Let the tutor know if the student's live streaming is not working, so that the tutor will ensure all information is posted on the Google Classroom portal.

September 2024  
Reviewed by CW